

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X 1		
2	DDCI		X 2		
3	EXDIR		X 4		
4	D/ICS		X 5		
5	DDI		X 6		
6	DDA		X 7		
7	DDO		X 8		
8	DDS&T		X 9		
9	Chm/NIC				
10	GC				
11	IG				
12	Compt		X 10		
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	AO/DCI		X 11		
18	C/PINS/DO		X 12		
19	C/NIC		X 13		
20	<b>ER</b>		X 2		
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SUSPENSE \_\_\_\_\_  
Date \_\_\_\_\_

Remarks

Executive Secretary  
4 Aug 86  
Date

STAT

THE WHITE HOUSE  
WASHINGTON

Executive Registry	
86	3470X

July 29, 1986

MEMORANDUM FOR SENIOR WHITE HOUSE STAFF/MEMBERS OF THE CABINET

FROM: DONALD T. REGAN *DR*

SUBJECT: Requests for Use of Military Aircraft

Several recent incidents indicate a misunderstanding exists concerning the policy for use of military aircraft to support White House missions.

The general policy remains in effect that commercial airline accommodations will normally be utilized as the most economical means to conduct White House staff travel. In exceptional cases i.e., when commercial accommodations are not available, or are inappropriate for the type of mission required, the following procedures will apply.

Requests Originating Within the White House

All staff requests for military aircraft will be made in writing to the Director, White House Military Office (WHMO). The Military Office will coordinate with DoD to determine the most effective and economical method of satisfying the request. The Director, WHMO, will then make a recommendation to the Chief of Staff. On approval of the Chief of Staff, the Director, WHMO, will direct the DoD to carry-out the mission.

The only exception to this procedure for White House originated requests is Presidential travel (to include pre-advance missions). Aircraft for pre-advances will be requested in writing to the Director, WHMO, who may direct their operation and inform the Chief of Staff of the activity and type of aircraft utilized. Pre-advance missions must be directly related to forthcoming Presidential trips. Aircraft that are designated as being exclusively Presidential (C-137C 27000 and 26000) will be utilized only with the express consent of the Chief of Staff.



6-258-15

Department of State Aircraft Requests (Secretary of State,  
Delegations and Foreign Dignitaries)

Initial requests for White House sponsorship of State Department missions will be directed to the Assistant to the President for National Security Affairs. After review by the NSC for appropriateness and coordination with the Military Office to determine availability of aircraft, a recommendation will be forwarded by the National Security Advisor to the Chief of Staff. On the approval of the Chief of Staff, the Director, WHMO, will direct the DoD to carry out the mission.

Other Cabinet/Senior Administration Officials and Airlift Requests  
of the Congress

Written requests will be forwarded to the Director, White House Military Office, who will coordinate with DoD and forward a recommendation to the Chief of Staff. On approval, WHMO will direct DoD to operate the mission.

The Department of Defense has been instructed to schedule and operate White House missions only when directed by the Military Office and to refer all requests to the Military Office. Under no circumstances will military aircraft be scheduled for a White House mission without full compliance with the procedures outlined above.

I have designated Johnathan Miller, Deputy Assistant to the President for Administration, to act as my representative in coordinating these procedures with the White House Military Office.

This supercedes all previous memoranda on this subject.